



# MARIANO MARCOS STATE UNIVERSITY

## Bids and Awards Committee

### INVITATION TO MAKE AN OFFER: Negotiated Procurement

21-010

**THE PROJECT:** Board Room Partition Layout

**Number of Working Days:** 30 calendar days

**ABC:** P281,842.31

1. The Mariano Marcos State University (MMSU), with offices at Quiling Sur, City of Batac, Ilocos Norte, invites the public to make an offer to furnish all labor, materials, tools and equipment necessary and proper for the implementation of the above Project as per approved designs, plans and drawings.
2. This process is in accordance with Section 53 of R.A. 9184, the Government Procurement reform Act and Section 53.9 of the Implementing Rules and Regulations where interested and qualified contractors are to submit proposals.
4. The offer must be in writing submitted at the address below on or before **August 17 2021; 9:00 AM** together with the following documents:
  - a) The amount of the offer in writing duly signed by the person making the offer, indicated in numbers and figures.
  - b) The particulars of the offer as to labor, materials, tools, equipment and other work details.
  - c) Documents in support of the legal, technical and financial capability of the person making the offer, which documents shall be confirmed and verified (3 copies).
5. It is understood that any offer may be accepted or rejected, or the process invalidated, at any time prior to contract award, without liability to anyone.
6. Documents for this procurement may be secured from the MMSU BAC Secretariat at the address below or downloaded from the MMSU website or from the Philippine Government Electronic Procurement System (PhilGEPS) website.
7. For questions and inquiries, please write or email the University President, thru the BAC Chair, at the address indicated below.

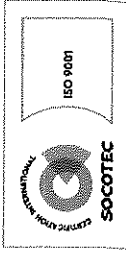
**Mariano Marcos State University**  
 Quiling Sur, City of Batac  
 www.mmsu.edu.ph \_\_\_\_\_

August 12, 2021

**NATHANIEL R. ALIBUYOG**  
 BAC CHAIR

Received: \_\_\_\_\_  
 Received: \_\_\_\_\_  
 Received: \_\_\_\_\_

**Rm105 FEM Hall, MMSU, #16S Quiling Sur, City of Batac, Ilocos Norte**  
 [bac@mmsu.edu.ph](mailto:bac@mmsu.edu.ph) ☎ (077) 600-0439 [www.mmsu.edu.ph](http://www.mmsu.edu.ph)



Republic of the Philippines  
MARIANO MARCOS STATE UNIVERSITY  
Batac City, Ilocos Norte

**PROJECT INFORMATION DOCUMENT**

Project Title : **Board Room Partition Layout**  
Project Location : **MMSU – FEM Hall, City of Batac, Ilocos Norte**

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**GENERAL INSTRUCTIONS**

The project calls for the furnishing of all materials, labor, tools and equipment needed for the refurbishment and layout of partition in the board room office. The proposed project is located at MMSU – FEM Hall, City of Batac. The said project shall be done in strict compliance with the designs, plans, drawings and other details, as well as the specifications for materials and workmanship for all scope of works, this Project Information Document and other related contract documents prepared and approved for this project.

It also calls for the employment of the required men power with the appropriate skills and expertise to undertake the specific items of work of this particular undertaking and to enable the contractor to produce and deliver to the satisfaction of the Owner the needed services and output required of this undertaking. It is a must as it is necessary that the contractor shall have regularly at the site a qualified Project Engineer to administer strictly the implementation of the project, including maintaining a log book of construction activities, as well as receiving authorized University Officials and Inspectors and a Safety Officer.

The contractor's license required for prospective contractors to undertake this project is at least a holder of **PCAB License with Principal Classification and Category which is under " License Category TRADE/E and with Size Range of SMALL-A"**.

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**General Instructions**

Specifically, the project covers the construction of refurbishment and layout of partition in the board room office indicated in the plans and drawings.

The contractor shall ensure that the construction activities must not interfere, obstruct and disturb any adjacent rooms and other facilities. In addition, the contractor shall be required to provide its own water and power supply system needed in the proper execution of the various works for the duration of the contract.

1. **DEMOLITION WORKS.** This works includes the removal of platform and other obstruction in the working area.
2. **ELECTRICAL WORKS.** This scope of work includes the replacement and installation of the existing circuit breaker of the aircon units, and convenience outlets. The contractor will tap the installed outlets to the existing circuit and make it workable.

3. **TILEWORKS.** This includes the installation of 6"X36"X2mm vinyl tile, amber maple vinyl tiles with the appropriate tile adhesive and arrange the tiles in the manner of same pattern as the existing. The contractor must show samples of each type of tiles to the owner for the approval of color, design, and quality.
4. **MILLWORKS.** This item shall consist of furnishing of all materials, hardware, tools, labor and services necessary for the fabrication, delivery and installation of aluminum doors and glass partition of the type and size as shown in the Program of Works and drawings of the project. Sample of materials, design and color of the materials to be installed must be first approved by the PPDO and end-user prior to purchasing of the said item.

#### **Supplementary Provisions**

All other items or scope of works not mentioned in this document but shown/or indicated in the plans, drawings and specifications, except where it is specifically mentioned as "to be provided by others", the contractor shall likewise furnish all materials, labor and equipment necessary to complete the work.

In case of conflicts that will arise among specifications and quality of materials, installation procedure and in the plans and drawings as well as in the other contract documents before and during the implementation stage, the same should be referred to the end-user and supervising PPDO Staff for proper resolution of the said conflicts.

After all the works have been completed, the surrounding immediate areas affected in the prosecution of the project shall be cleaned and cleared of all excess materials and debris, temporary structures, facilities and utilities used during the construction period.

**TIME** is a very important factor in the implementation of this project and as such, all works indicated in the plans, specifications and this document shall be fully completed within **THIRTY (30) CALENDAR DAYS** from the receipt of **Notice to Proceed**.

The Approved Budget for the Project to be bid is **Two Hundred Eighty-One Thousand Eight Hundred Forty-Two Pesos and 31/100 (Php 281,842.31)**.

Prepared by:

**JEREMIAH RÓGER P. CALUYA**  
Civil Engineer

**LEMUEL JOSHUA P. BAGAYAS**  
Electrical Engineer

Checked/Reviewed by:

*Aida V. Cabang*  
**AIDA V. CABANG**

Chief, Physical Planning Section

*Romeo R. Dululao*  
**ROMEO R. DULDULAO**  
Director, PPDO



**SPECIFICATION**

**Project Title:** Board Room Partition Layout  
**Project Location:** MNSU Administration Building, City of Batac, Ilocos Norte

ITEM NO.	DESCRIPTION
I.	<b>Demolition Works</b> Removal of wooden platform and other obstruction on the working area
II.	<b>Electrical Works</b> 20A1, 2P, 240V, 22KAIC; Bolt-On Type with NEMA 1 Enclosure, MCB Plastic Wire Moulding, White, 2"X2"X8' 3.5 mm <sup>2</sup> , THHN 2.0 mm <sup>2</sup> , THHN Duplex Universal Convenience Outlet, with Cover Plate, with Grounding, Wide Series Electrical Tape, Vinyl, Big
III.	<b>Tile Works</b> Acrylic Flooring Adhesive for Vinyl Tiles (1.25 kg) with Putty Knife Vinyl Tiles, 6" x 36" x 2mm, Amber Maple
IV.	<b>Mirrorworks</b> 10mm Fixed Glass Partition with Aluminum Analok Frame with Frosted Sticker (Fabrication, Delivery, and Installation) 16mm Thick Floor Hinged Single Leaf Glass Door with 40Ømm Stainless Door Handle with Frosted Sticker (Fabrication, Delivery, and Installation)

Bill of Quantities			
<b>Project Title:</b>		<b>Board Room Partition Layout</b>	
<b>Project Location:</b>		<b>MMSU Administration Building, City of Batac, Ilocos Norte</b>	
Item No.	Description	Quantity	Unit
1.0	<b>Demolition Works</b>	1.00	lot
2.0	<b>Electrical Works</b>		
	20AT, 2P, 240V, 22KAIC, Bolt-On Type with NEMA 1 Enclosure, MCB		
	Plastic Wire Moulding, White, 2"X2"X8'		
	3.5 mm <sup>2</sup> , THHN		
	2.0 mm <sup>2</sup> , THHN		
	Duplex Universal Convenience Outlet, with Cover Plate, with Grounding, Wide Series		
	Electrical Tape, Vinyl. Big		
		1.00	lot
3.0	<b>Tile Works</b>		
	Acrylic Flooring Adhesive for Vinyl Tiles (1.25 kg) with Putty Knife		
	Vinyl Tiles, 6" x 36" x 2mm, Amber Maple		
		9.4643	sq.m.
4.0	<b>Millworks</b>		
	10mm Fixed Glass Partition with Aluminum Analok Frame with Frosted Sticker (Fabrication, Delivery, and Installation)		
	10mm Thick Floor Hinged Single Leaf Glass Door with 40Ømm Stainless Door Handle with Frosted Sticker (Fabrication, Delivery, and Installation)		
		28.59	sq.m.

Republic of the Philippines  
**MARIANO MARCOS STATE UNIVERSITY**  
 City of Batac, 2906, Ilocos Norte

**DETAILED ESTIMATES**

ITEM NUMBER	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	1.00 lot	Total Price
	MATERIALS COST					
	Total Materials Cost					
	EQUIPMENT COST					
		QUANTITY	DAYS	RATE		Total Price
	Sub-Total: Unit Cost:					
	LABOR COST					
		QUANTITY	DAYS	RATE		Total Price
			days			
	Construction Foreman		days			
	Skilled Laborer		days			
	Unskilled Laborer		days			
	Sub-Total: Unit Cost:					
	Sub-Total: Unit Cost:					

**DIRECT COST:  
UNIT COST:**

Plus Indirect Cost:  
 OCM  
 CP  
 VAT

**Indirect Cost:**

Total Direct and Indirect Cost:

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 City of Batac, 2906, Ilocos Norte

**DETAILED ESTIMATES**

ITEM NUMBER	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	1.00 lot	Total Price
<b>MATERIALS COST</b>	<b>Electrical Works</b>					
	20AT, 2P, 240V, 22KAIC, Bolt-On Type with NEMA 1 Enclosure, MCB		sets			
	Plastic Wire Moulding, White, 2"X2"X8'		pcs.			
	3.5 mm <sup>2</sup> , THHN		meters			
	2.0 mm <sup>2</sup> , THHN		meters			
<b>EQUIPMENT COST</b>	Duplex Universal Convenience Outlet, with Cover Plate, with Grounding, Wide Series		sets			
	Electrical Tape, Vinyl, Big		rolls			
Total Materials Cost						
<b>LABOR COST</b>	Electric Drill		DAYS			
			days			
Sub-Total: Unit Cost:						
Sub-Total: Unit Cost:						
<b>LABOR COST</b>	PEE/REE/RME		DAYS			
	Accredited Electrician		days			
	Electrical Helper		days			
Sub-Total: Unit Cost:						
Sub-Total: Unit Cost:						

**DIRECT COST:**  
**UNIT COST:**

Plus Indirect Cost:

OCM  
 CP  
 VAT

Indirect Unit Cost:

Total Direct and Indirect Cost:

Republic of the Philippines  
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 City of Batac, 2906, Ilocos Norte

**DETAILED ESTIMATES**

ITEM NUMBER	III	9.4643	sq.m.		Total Price
DESCRIPTION	Tile Works	QUANTITY	UNIT	UNIT PRICE	Total Price
MATERIALS COST	DESCRIPTION				
	Acrylic Flooring Adhesive for Vinyl Tiles (1.25 kg) with Putty Knife		pail		
	Vinyl Tiles, 6" x 36" x 2mm, Amber Maple		pos.		
	Total Materials Cost			Sub-Total: Unit Cost:	Total Price
EQUIPMENT COST	DESCRIPTION		DAYS	RATE	Total Price
LABOR COST	DESCRIPTION		DAYS	RATE	Total Price
	Construction Foreman		days		
	Skilled Laborer		days		
	Unskilled Laborer		days		
	Sub-Total: Unit Cost:				Total Price

**DIRECT COST:  
UNIT COST:**

Plus Indirect Cost: OCM  
 CP  
 VAT

Indirect Unit Cost:

Total Direct and Indirect Cost:



**DETAILED ESTIMATES**

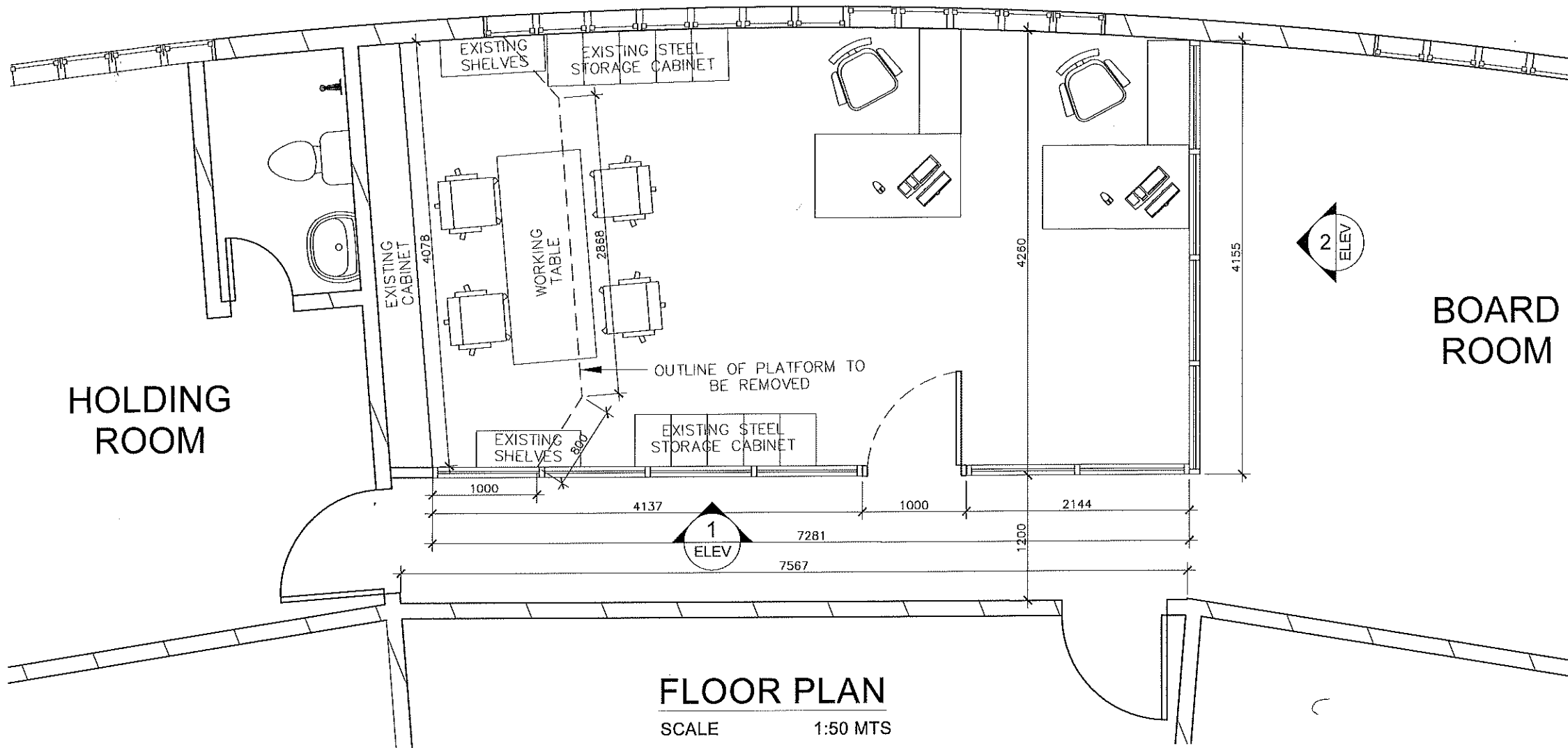
ITEM NUMBER DESCRIPTION	IV Millworks	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	28.59 sq.m.	Total Price
<b>MATERIALS COST</b>		10mm Fixed Glass Partition with Aluminum Analok Frame with Frosted Sticker (Fabrication, Delivery, and Installation)		sq.m.			
		10mm Thick Floor Hinged Single Leaf Glass Door with 40Ømm Stainless Door Handle with Frosted Sticker (Fabrication, Delivery, and Installation)		set			
Total Materials Cost							
<b>EQUIPMENT COST</b>		DESCRIPTION	QUANTITY	DAYS	RATE		Total Price
	Sub-Total: Unit Cost:						
<b>LABOR COST</b>		DESCRIPTION	QUANTITY	DAYS	RATE		Total Price
	Sub-Total: Unit Cost:						
Sub-Total: Unit Cost:							

**DIRECT COST:  
UNIT COST:**

Plus Indirect Cost: OCM  
 CP  
 VAT

Indirect Unit Cost:

Total Direct and Indirect Cost:



FROM THE OFFICE:  
**PHYSICAL PLANNING AND DEVELOPMENT OFFICE**  
 ROOM 202 FEM HALL, MARIANO MARCOS STATE UNIVERSITY  
 City of Batac, 2906 Ilocos Norte  
 Telefax: +63 (77) 792-3191

DRAWN AND PREPARED BY:  
*Dave Clark E. Pascua*  
**DAVE CLARK E. PASCUA**  
 DRAFTSMAN II

CHECKED AND REVIEWED BY:  
*Aida V. Cabang*  
**AIDA V. CABANG**  
 CHIEF, PHYSICAL PLANNING

PROJECT TITLE:  
**BOARD ROOM PARTITION LAYOUT**

LOCATION: MNISU ADMIN, CITY OF BATAC, ILOCOS NORTE

CONFORME:  
*Luvée Hazel C. Aquino*  
**LUVÉE HAZEL C. AQUINO**  
 UNIVERSITY SECRETARY

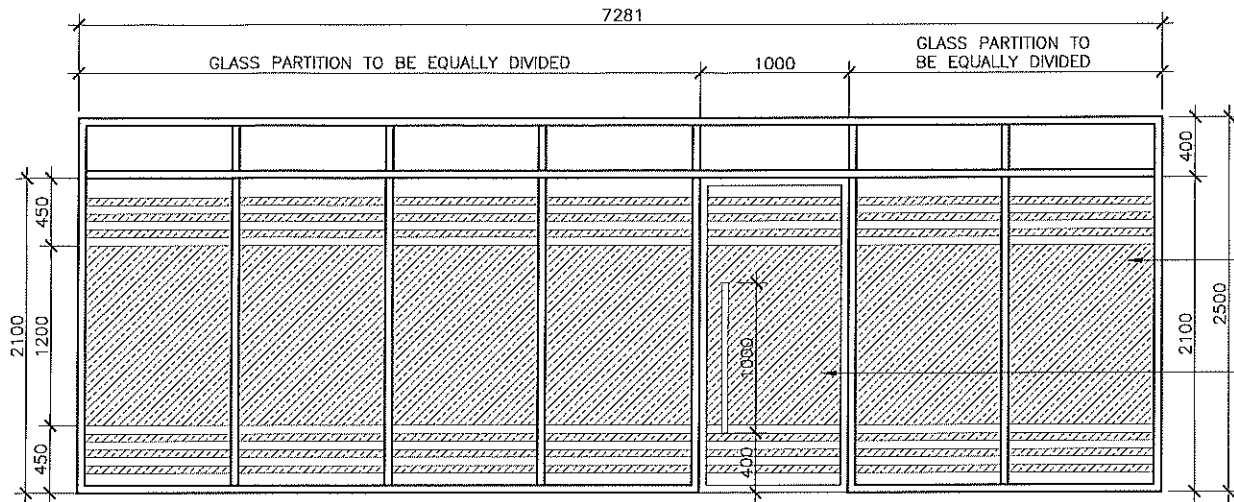
RECOMMENDING APPROVAL:  
*Romulo Dulduraog*  
**ROMULO DULDURAOG**  
 DIRECTOR-PEN

APPROVED BY:  
*Shirley C. Agrupis*  
**SHIRLEY C. AGRUPIS**  
 UNIVERSITY PRESIDENT

SHEET CONTENTS:  
 AS SHOWN

REVISION AND DATE:

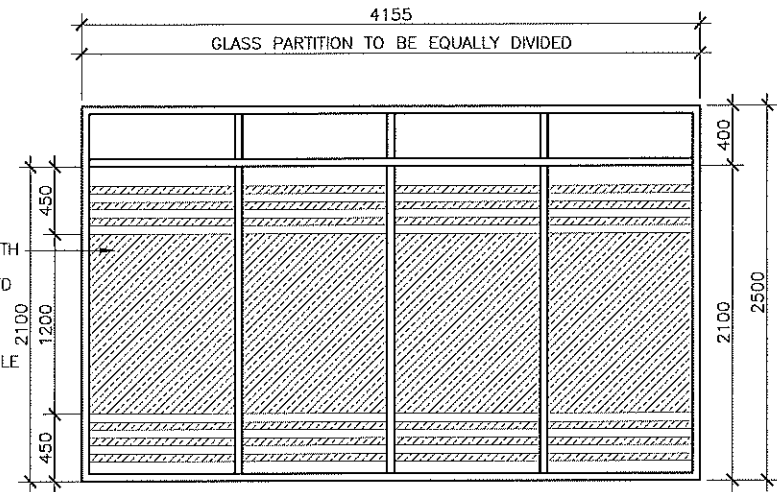
SHEET NO:  
**A-1**



**ELEVATION 1**  
SCALE 1:50 MTS

10mm FIXED GLASS PARTITION WITH ALUMINUM ANALOK FRAME. FROSTED STICKER TO BE PROVIDED

10mm THICK FLOOR HINGED SINGLE LEAF GLASS DOOR WITH 40mm STAINLESS DOOR HANDLE WITH FROSTED STICKER.



**ELEVATION 2**  
SCALE 1:50 MTS



FROM THE OFFICE:  
**PHYSICAL PLANNING AND DEVELOPMENT OFFICE**  
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City of Batang, 2906 Ilocos Norte  
Telefax: +63 (77) 792-3191

DRAWN AND PREPARED BY:  
*Dave Clarke Pasqua*  
**DAVE CLARKE PASCUA**  
DRAFTSMAN II

CHECKED AND REVIEWED BY:  
*Aida V. Cabang*  
**AIDA V. CABANG**  
CHIEF, PHYSICAL PLANNING

PROJECT TITLE:  
**BOARD ROOM PARTITION LAYOUT**

LOCATION: MMSU ADMIN, CITY OF BATANG, ILOCOS NORTE

CONFORME:  
*Luvee Hazel C. Aquino*  
**LUEVE HAZEL C. AQUINO**  
UNIVERSITY SECRETARY

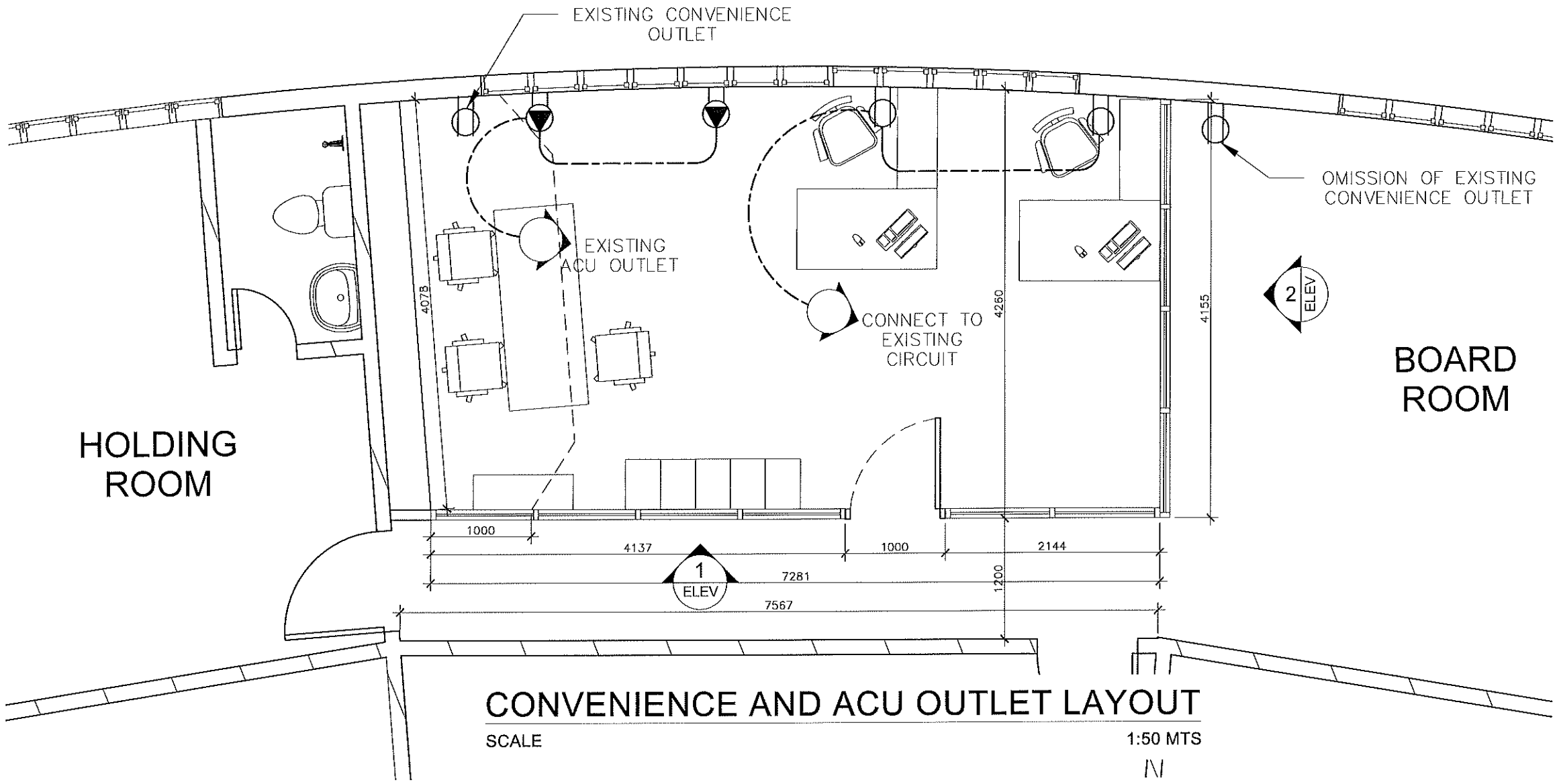
RECOMMENDING APPROVAL:  
*Romeo P. Duldulao*  
**ROMEO P. DULDULAO**  
DIRECTOR, PPDO

APPROVED BY:  
*Shirley C. Agrupis*  
**SHIRLEY C. AGRUPIS**  
UNIVERSITY PRESIDENT

SHEET CONTENTS:  
AS SHOWN

REVISION AND DATE:

SHEET NO:  
A-2



FROM THE OFFICE:  
**PHYSICAL PLANNING AND DEVELOPMENT OFFICE**  
 ROOM 202 FEM HALL, MARIANO MARCOS STATE UNIVERSITY  
 City of Batac, 2906 Ilocos Norte  
 Telefax: +63 (77) 792-3191

DRAWN BY:  
*DAVE CLARK E. PASCUA*  
 DRAFTSMAN II  
 CHECKED AND REVIEWED BY:  
*LEMUEL JOHUA P. BAGAYAS*  
 ELECTRICAL ENGINEER

PROJECT TITLE:  
**BOARD ROOM PARTITION LAYOUT**  
 LOCATION: MMSU ADMIN. CITY OF BATAC, ILOCOS NORTE

CONFORME:  
*LUVEE HAZEL C. AQUINO*  
 UNIVERSITY SECRETARY  
 RECOMMENDING APPROVAL:  
*ROMEO R. DUBULAO*  
 DIRECTOR, PPDO

APPROVED BY:  
*SHIRLEY C. AGRUPIS*  
 UNIVERSITY PRESIDENT

SHEET CONTENTS:  
 AS SHOWN  
 REVISION AND DATE:

SHEET NO:  
 E-1